



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, WESTERN REGION,
UNITED STATES ARMY CADET COMMAND
BOX 339500
FORT LEWIS, WASHINGTON 98433-9500

ATOW-PA

2 May 2007

MEMORANDUM FOR Western Region Personnel

SUBJECT: Serious Incident Reporting (SIR) Procedures

1. REFERENCE:

- a. Army Regulation 190-40, Serious Incident Report, dated 9 February 2006
- b. USACC Policy Memorandum 9, Serious Incident Reports (SIRs), dated 16 December 2005

2. PURPOSE: The purpose of this memorandum is to reinforce the reporting procedures for SIRs.

3. These procedures apply to all personnel assigned or attached to Western Region, including Active Duty Cadre, Civilian Government Employees, SAI's, DAI's, SROTC/JROTC Cadets. Report any incident that occurs on or off duty through the chain of command to Western Region Headquarters. Western Region Headquarters will then forward the SIR to Cadet Command.

4. Incidents that qualify as serious incidents are categorized/listed at Enclosure 1.

5. Use the SIR Worksheet (enclosure 2) for reporting incidents. If the incident occurred at a school, generate the report from the school and send to the respective Brigade Headquarters. Brigade Headquarters will then email the report to Region Headquarters point of contact. If the incident occurred at the Brigade, generate a report from the Brigade and send to Region Headquarters. Submission should be in accordance with USACC Policy Memorandum 9 and reporting requirement by category.

a. Category A: Brigade Commander will immediately call the Region Commander followed with submission of the SIR through chain of command within 24 hours.

b. Category B and C: Submit reports through the chain of command by email to Region Headquarters within 24 hours. If an incident occurs on the weekend, contact I Corps Staff Duty at 253-967-0015 to notify Western Region Staff Duty.

6. A SIR may require an initial report, follow-up report(s) and a final report. Indicate on each report whether it is an initial, follow-up or final report. Region Headquarters will annotate the correct number for that report.

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SUBJECT: Continuing Serious Incident Reporting (SIR) Procedures

7. Mark all SIR worksheets and email subject lines as **FOUO**, "**For Official Use Only**". Email subject line will state **FOUO-Type of Incident-Personnel Category-Name of School**.

8. Point of contact for is SGT McFadden at (253) 966-2971(scott.mcfadden@usacc.army.mil).

FOR THE COMMANDER:

Encls


B. KEVIN NAPIER
LTC, AG
Adjutant